

CIP Meeting Minutes
October 19, 2016
11:00 am – 3:00 pm (central time)

Attending: Judge Myren, Dr. Guffin, Kate Kelley, Virgena Wieseler, Lisa Fleming, and Susan Compaan (telephone). UJS staff: Sara Kelly

Introductions: The attending CIP Committee introduced themselves to Dr. Guffin, with an overview of the committee and CIP duties.

- 1. Meeting Minutes:** The committee had no changes or corrections to the May 26, 2016 meeting minutes, approved.

- 2. Children's Justice Conference:** The committee reviewed the evaluation summary and budget breakdown from the 2016 conference. Committee members commented on the positive feedback they received about the conference. The committee discussed ideas for 2017 conference. Possible topic for 2017 drug use and the effects on children. Possible names for speakers, Dr. Free (Sanford Child's Voice), Justin Peterson, DCI Narcotics Unit (display), HIDTA (Sandy Stevens-Governor's Office), Tonier Cain (survivor of child abuse, drug exposure, drug addiction, and survival). Sara Kelly will research speakers and contact the committee with speaker availability and cost.
The dates for 2017 are set for Tuesday, September 19, Rapid City and Thursday, September 21, Sioux Falls. The venues are reserved (Hilton Garden Inn, Rapid City and Sioux Falls Convention Center, Sioux Falls).
Sara asked for feedback on Save the Date postcards versus just sending email blast to past conference attendees, committee members and community stakeholders.

- 3. Annual CIP meeting overview:** Sara Kelly, Virgena Wieseler and Lisa Fleming attended the 2016 annual CIP meeting. Sara shared the project blueprint plan that was developed out of the

meeting. The project blueprint (plan-prepare-implement) is used to identify and assess the need, what can we learn by digging deeper, who should contribute to the discussion, and what's the most effective way to integrate into practice. Sara shared some of the quick reference guides on court observations, surveys, educational outcomes, data collection, quality representation, hearing quality and more. The reference guides are available on Capacity Building Center website and CIP Share website. Virgena Wieseler commented once the state receives the final report on the Child and Family Service Review (CFSR) this will also help in identifying the areas that need improvement and prioritize the areas to be addressed first.

4. Follow up to A&N case moving to GDN case: Sara Kelly stated she has been working on the alert that will give direction to the clerks for these cases and had a few questions for the committee for their thoughts and recommendations.

- a. Annual report – the committee believes an annual report should be filed with the court; the judge will review it before it is filed. There is no need to reopen the case unless there is a need identified.
- b. Open case type – the committee recommended the case not default to closed, due to it being an open case by statute. If an attorney feels it should be closed they will need to petition the court to close the case.
- c. Final Disposition - The committee asked for the UJS Legal Department to propose language for the final disposition appointing the guardianship and relieving the Department of Social Services of their duties

Sara Kelly will follow up with the recommendations.

5. Future CIP Training and Data grant funding: Sara Kelly stated she received notice from the Administration of Children and Families regarding the lack of future funding for the Family First Prevention Services Act, which the CIP Training and Data grants are funded from. This means after September 30, 2017, the CIP program will only have funding for the CIP Basic grant.

Sara stated she has not received the program instructions yet for the CIP Basic funds, so she has not written the grant or the strategic plan. The UJS budget and finance office has not finalized the 2018 budget yet, but is hopeful the UJS will absorb the salary for the CIP position and not take from the CIP Basic grant which primarily supports the local CASA programs. Sara will let the committee know what the UJS decides as soon as she hears. Sara will work with Northern Hills CASA on grants to larger foundations for funding to continue the Children's Justice Conference.

- 6. Other Business:** Sara Kelly stated the MOU's between CASA, DSS and the Court will come due for renewal in 2017. In 2013, the MOU's were reviewed for changes and then facilitated by Sara Kelly for signatures. Virgena Wieseler said she would review them and will notify Sara with any recommendations for change, Kate Kelley agreed to do the same.
- 7. SD CASA Commission Meeting:** Sara Kelly stated the SD CASA Commission meeting is scheduled for Wednesday, April 19, 2017. In the past CIP Committee members attended to hear the CASA program presentations.
- 8. Next meeting:** The next in-person meeting is scheduled for Tuesday, April 18, 2017.